

SUGGESTED TIMELINES FOR 1099 MAINTENANCE BY AGENCIES

STATE FAIR ASSOCIATION

1. The State Fair is unique because of the checks written off-PeopleSoft while doing state fair business. These payments will need to be tracked by Fair staff, with a report of payments \$600 and over submitted to Vendor Registry each fall, listing vendor names, social security numbers, addresses, amounts, and the withholding class to be reported (03 or 07).
2. The collection of W-9's is sensitive, because Vendor Registry only needs W-9's on those individuals that will actually receive \$600 or more. However, it may be hard for State Fair staff to determine this at the time of payment. Fair staff should develop internal procedures as they see fit to comply with IRS regulations on the collection of W-9's.
3. The Fair Association may have 1099 reporting on PeopleSoft as well. Please follow the same procedures as other state agencies for the 1099 reports and corrections of regular vouchers in Accounts Payable.

[Back to 1099 Guidelines for Agencies](#)

[Back to 1099 Information](#)